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SUBJECT CODE
S/OM

REVISED
2 Jan 58

Assigned to:

A. CEMA and Bloc Coordination

- A-1 Organization
- A-2 Operations
- A-3 Integrated Plans
- A-4 Control System
- A-5 Standardization
- A-6 Specialization
- A-7 Joint Undertakings
- A-8 Joint Defense
- A-9 Financial Relations
- A-10 Trade Relations
- A-11 Other Relations
- A-12 Special Problems
- A-13 Personalities

B. Soviet High Commission

- B-1 Soviet Control Commission
- B-2 USIG
- B-3 SAG
- B-4 Reparations

D. Central Government - Structure and Organization*

- D-1 General Structure
 - D-1-1 Analysis
- D-2 Council of Ministers
 - D-2-1 Structure
 - D-2-2 Decrees
 - D-2-3 Personalities
 - D-2-5 Activities
 - D-2-6 Speeches
- D-3 Functional Areas
 - D-3-3 State Control
 - D-3-31 Structure
 - D-3-32 Personalities
 - D-3-33 Activities
 - D-3-4 Finance
 - D-3-41 Banking
 - D-3-5 State Security
 - D-3-6 Labor
 - D-3-61 Labor Reserves
 - D-3-7 Internal Affairs
 - D-3-8 Defense
 - D-3-10 Foreign Economic Relations, excl. Bloc
 - D-3-11 Resettlement
 - D-3-12 Material Reserves
 - D-3-13 Statistics
 - D-3-14 Planning
 - D-3-15 Technological Development
 - D-3-16 Science
 - D-3-20 Others

D Organizational setup, jurisdiction, general working methods, key personnel, etc. The activities of the various agencies in the management of the economic enterprises, however, come under the categories listed under "H".

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Assigned to:

E. Regional and Local Government - Structure and Organization

- E-1 Regional Government
- E-2 Local Government

F. Business Organization*

G. Economic Planning

G-1 Economic Planning (Government Level)*

- G-1-1 Plan Procedures
- G-1-2 Organization and Administration
- G-1-3 Personalities
- G-1-4 Plans (incl. Budgets)
- G-1-5 Results

G-2 Economic Planning (Enterprise Level)

- G-2-1 Formulation
- G-2-2 Organization and Administration
- G-2-3 Reporting Procedures
- G-2-4 Fulfillment

H. Management*

- H-1 General*
- H-2 Management of Manpower

- H-2-1 Personnel Organization*
- H-2-2 Recruitment, Job Placement, and Discharges*
- H-2-3 On-the-Job Training and Plant Schools*
- H-2-4 Working Hours and Shifts*
- H-2-5 Wage Determination*
- H-2-6 Working Conditions*

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- F. Especially private enterprise of any kind, cooperatives, handicraft, etc.
 - G-1 D/I and D/M cover specific industries.
 - H The direction, control, and administration of the economy, including all levels from the central government down to the managerial staff of individual enterprises. Making of the decisions as to the appropriate use of the factors of production in attaining maximum production.
 - H-1 This includes theory and all information bearing upon management not coming under any of the subtitles.
 - H-2-1 Includes job titles, chain of command, and communications in individual enterprises.
 - H-2-2 Includes promotion, transfers, quits, increases and decreases in personnel of administrative agencies, methods of allocating and recruiting workers, mobility of labor, unemployment, as well as any developments affecting or potentially affecting the civilian manpower situation such as reductions in military personnel.
 - H-2-3 Very broadly defined. Including housing of apprentices, training courses for personnel outside the enterprise and the like.
 - H-2-4 Includes also overtime, compulsory attendance at ideological rallies and other events outside regular working hours.
 - H-2-5 Wage defined as any emoluments received by employees in connection with the employment relationship, whether pecuniary or other. Includes factors determining compensation, techniques of wage determination and payment, methods to increase output by workers such as incentive methods and wage differentials, working norms as determinants of earnings, and standard of living. It does not include wage levels, average wages, and the like, which are covered by A/P.
 - H-2-6 Includes also plant safety, sanitary conditions, plant protection, and the like.

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Assigned to:

- H-2-7 Employee Welfare Plans*
- H-2-8 Morale and Discipline*
- H-2-9 Labor Disputes and their Settlement*
- H-2-10 Collective Bargaining*
- H-2-11 Public Labor Policies and Legislation*
- H-2-12 Manpower and Labor Productivity*
- H-2-13 Forced Labor, Prison Labor*
- H-2-14 Worker Participation in Management*

H-3 Production Management*

- H-3-1 General
- H-3-2 Contracts and Negotiations
- H-3-3 Production Control
- H-3-4 Quality Control and Inspection
- H-3-5 Technology-Automation

H-4 Financial Management*

- H-4-1 General
- H-4-2 Participation of MinFin
- H-4-3 Participation of Banks
- H-4-4 Plants*

- H-2-7 Includes food services, plant stores, employee magazines (excl. training), transportation and housing aids, welfare funds, recreational services, etc. Excluded is social security which comes under H-2-11.
- H-2-8 Very broadly defined. Includes absenteeism, malingering, loafing, passive resistance, sabotage, labor unrest, etc., as well as measures to combat them. Attitude of the population toward government and union policies.
- H-2-9 Includes the right to strike and possibilities to exercise it. Analysis of important disputes, strikes, and lockouts as well as their causes. Reaction of the government and the general public to labor unrest. Methods of disputes-and grievance-settlement.
- H-2-10 Includes any type of labor-management negotiations and agreements, excluding settlement of disputes. The latter come under H-2-9.
- H-2-11 Includes governmental recruitment of workers outside the country, governmental direction of manpower, and similar governmental policies and practices, as well as social security legislation. Excludes legislative measures to strengthen labor discipline which come under H-2-8.
- H-2-12 Total manpower and labor productivity is covered by A/P. In as far as possible, data on these subjects should be secured from that Branch. We collect additional information for our specific purposes on subjects such as manpower in specific industries and enterprises with breakdowns according to skill, position in the enterprise, age, sex, and the like as well as labor productivity in specific enterprises, industries, and occupations.
- H-2-13 Very broad coverage. Including any type of working arrangement not completely voluntary.
- H-2-14 Including works councils and similar institutions, activities of union and party representatives in enterprises, and the like.
- H-3 Information on certain, specific industries in D/I and D/M.
- H-4 Not included are governmental budgets, national accounts and major economic aggregates, all of which come within the field of responsibility of D/A (USSR, European Satellites, and Far Eastern Branches), and financing of trade, which comes under the functions of S/TF.
- H-4-4 Including Director's Funds.

Assigned to:

H-5 Management of Materials

- H-5-1 General
- H-5-2 Procurement
- H-5-3 Allocations and Scheduling
- H-5-4 Distribution, Dispatching, Shipment

I. Miscellaneous Services

- I-1 Medical Health Services
- I-2 Religious Services
- I-3 Welfare Services, excl. Employee Welfare Plans*
- I-4 Legal Services
- I-5 Community Services
- I-6 Recreational Services, excl. Employee Welfare Plans*
- I-7 Personal Services

L. Unionism

- L-1 Organization, strength, Membership and its Attitude
- L-2 Personalities
- L-3 Policies and Activities*
- L-5 WFTU*

M. Communist Party

- M-1 Organization
- M-2 Central Executive
- M-3 Personalities
- M-4 Economic Activities
- M-5 Local Organization
- M-6 Intra Party Conflicts
- M-7 Collaboration with other Parties*

O. Civil Defense

- O-1 General Chronology
- O-2 Local Air Defense (MPVO)
 - O-2-1 Ministry of Interior and Organization
 - O-2-2 Local Defense Organization of Ob'ekts (transportation, communications, industry, institutions).
 - O-2-3 Local Air Defense in Cities and Regions
 - O-2-4 Self-Defense Groups
 - O-2-5 Protective Construction (Shelters, etc.)
 - O-2-6 MPVO Schools and Institutions
 - O-2-7 Supply
- O-3 Active Air Defense (PVO)
- O-4 Paramilitary Bodies and Civil Defense (DOSAAF)
 - O-4-1 General Organization
 - O-4-2 Civil Defense Schools
 - O-4-3 Civil Defense Training of Population
 - O-4-4 Civil Defense Training in Schools
 - O-4-5 Other Activities in the Interest of C.D.
- O-5 Red Cross and Red Crescent Societies
 - O-5-1 Organization
 - O-5-2 Activities in Training
 - O-5-3 Activities in Ready Situation

- I-3 Employee welfare plans come under H-2-7
- I-4 Employee welfare plans come under H-2-7
- I-5 Includes relations with political parties, as well as foreign and international labor organizations.
- I-6 Limited to background information which should be readily available in the Branch. Including structure, membership, over-all policies, statutes, and leading personalities.
- M-7 For example, "National Front"

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Assigned to:

O-6 Atomic, Bacteriological and Chemical Defense

- O-6-1 Atomic Defense
- O-6-2 Bacteriological Defense
- O-6-3 Chemical Defense

O-7 Fire Defense

- O-7-1 Organization (GUPO)
- O-7-2 Equipment
- O-7-3 Auxiliaries
- O-7-4 Emergency Water Supplies

O-8 Miscellaneous

P. Non-Military Mobilization

P-1 Adjustment of the Government Structure to War-Time Needs

- P-1-1 World War II Experience
- P-1-2 Alternate and Protected Government Sites
- P-1-3 Alternate and Reserve Communications Facilities*
- P-1-4 Preservation of Records*

P-2 Economic Mobilization

- P-2-1 General Economic Mobilization
- P-2-2 Mobilization Organs in Ministries and Enterprises*
- P-2-3 Functions of Economic Mobilization Organs
- P-2-4 Security Measures in Industrial Enterprises*
- P-2-5 Alternate Power and Water Supply
- P-2-6 Alternate Production Facilities*
- P-2-7 Mobilization of Transport

P-3 Regionalization and Dispersion of Industry

- P-3-1 Regionalization of the Economy
- P-3-2 Dispersion of Installations
- P-3-3 Preparation for Removal of Plants*

P-4 Protective Construction in Industry

- P-4-1 Underground Production Facilities
- P-4-2 General Methods to Reduce Fire and Blast Damage
- P-4-3 Methods to Protect Vital Machinery
- P-4-4 Methods to Protect Personnel
- P-4-5 Underground Storage Facilities

P-5 Stockpiling for Industry

- P-5-1 State Reserves Bases*
- P-5-2 Reserves in Enterprises*
- P-5-3 Critical Items*

- P-1-3 Communications available at alternate sites of government; measures to establish a reserve communications capacity; protective measures for existing communications such as alternate routes, underground lines, radio links, etc.
- P-1-4 Duplicates, archive storage, preparations to move vital records, etc.
- P-2-2 Mobilization departments, military representatives.
- P-2-4 Guards, secret sections, classified correspondence.
- P-2-6 Standby Plants, reserve machinery, provisions for expansion, etc.
- P-3-2 Including removal of parts of plants, vital machinery, or materials.
- P-5-1 For food, industrial machinery and materials, and end items.
- P-5-2 Materials and Machinery for Conversion to War Production.
- P-5-3 Materials and end items liable to be in short supply or to cause production bottlenecks (especially machine tools), imported goods.

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Assigned to:

P-6 Mobilization of Labor

- P-6-1 Manpower Allocation in Emergency
- P-6-2 Emergency Sources of Labor
- P-6-3 Organized Recruitment
- P-6-4 Training*
- P-6-5 Control of Labor Mobility in Emergency

Q. Arctic Area - General

- Q-1 All-Union Ministries
- Q-2 Scientific Activities
 - Q-2-1 Geological
 - Q-2-2 Drift stations
 - Q-2-3 Other
- Q-3 Arctic Islands
- Q-4 Antarctic

R. Arctic Area - Administration

- R-1 Party and Government
- R-2 Population and Manpower
 - R-2-1 General
 - R-2-2 Labor Force
- R-3 Economic Administration
- R-4 Public Services
 - R-4-1 Health - hospitals, clinics, medicine
 - R-4-2 Education and Culture
 - R-4-3 Trade and Dining Establishments

S. Arctic Area - Water Transportation

- S-1 Ministry of Merchant Fleet
 - S-1-1 Northern Sea Route Administration
 - S-1-2 Shipping Activities
- S-2 Ministry of River Fleets

T. Arctic Area - Communication and Transportation

- T-1 Communications
- T-2 Railroads
- T-3 Roads

U. Arctic Area - Agriculture

- U-1 Timber and Forestry
- U-2 Animal Husbandry
- U-3 Sovkhozes and Kolkhozes
- U-4 Fishing

P-6-4 Through Administration of Labor Reserves

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Assigned to:

V. Arctic Area - Industry

- V-1 Consumer goods
- V-2 Capital goods
- V-3 Metallurgy
- V-4 Chemicals
- V-5 Fuels

W. Arctic Area - Construction

- W-1 Housing and Warehouses
- W-2 Culture
- W-3 Industrial
- W-4 Electrical Power
- W-5 Airfields and Facilities

X. Arctic Area - Finance

- X-1 Capital Investment
- X-2 Capital Construction
- X-3 Production
- X-4 Operational Costs
- X-5 Taxes
- X-6 Prices
- X-7 Sales
- X-8 Allocations

Y. Arctic Area - Supply

- Y-1 Workers Supply
- Y-2 Material Technical Supply - machinery, chemicals, etc.
- Y-3 Other Supply

Z. Arctic Area - Aviation and Military Activities

- Z-1 Civil Air Fleet
- Z-2 Polar Aviation
- Z-3 Military Activities
 - Z-3-1 Army
 - Z-3-2 Navy
 - Z-3-3 Air Force